

# INDUSTRIAL WELFARE SOCIETY

Founded 1918

Incorporated 1928

*Patron:* H.M. THE KING

## ANNUAL REPORT

### WITH BALANCE SHEET

for the year ended

June 30th, 1942

### COUNCIL

*Chairman:* COMMANDER SIR CHARLES CRAVEN, BART., O.B.E., R.N.

(Vickers-Armstrongs, Ltd.)

MR. S. E. ALLEY, J.P.

LT.-COL. THE HON. J. J. ASTOR, M.P.

MR. HUGH BARRAN. John Barran & Sons Ltd.

MR. P. A. BEST.

MR. J. W. BOWEN, C.B.E., J.P., L.C.C.

LT.-COL. E. BRIGGS, D.S.O. Lever Brothers & Unilever Ltd.

MISS G. BURLTON, B.A.

SIR ROBERT A. BURROWS, J.P. Lancashire Associated Collieries.

MR. F. S. BUTTON, J.P. A.E.U.

COMMANDER H. G. CAMPBELL, C.V.O., D.S.O., R.N.

THE RT. HON. J. R. CLYNES, M.P.

MR. W. F. COAKER.

MR. JOHN W. COLE.

DR. D. A. COLES.

MR. BEN DAVIES. United Dairies Ltd.

CAPT. H. LEIGHTON DAVIES, C.B.E., J.P. Baldwins Ltd.

MR. KENNETH N. DAVIS. Radiation Ltd.

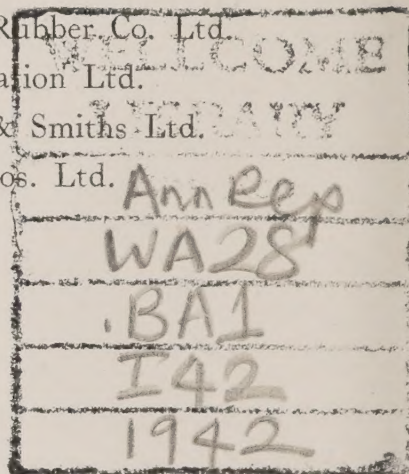
MR. F. C. FAIRHOLME.

MR. E. J. FOX. Davy and United Engineering Co. Ltd.

MR. GEORGE GARNETT, J.P. G. Garnett & Sons Ltd.



MRS. E. H. GASKING. Batchelor's Peas Ltd.  
 MR. C. G. GILBERTSON, J.P. W. Gilbertson & Co. Ltd.  
 SIR ALLAN J. GRANT, J.P. Thomas Firth & John Brown Ltd.  
 MR. SYDNEY HARVEY. G. A. Harvey & Co. (London) Ltd.  
 MISS C. HASLETT C.B.E.  
 MR. G. A. ISAACS, J.P., M.P. N.A.T.S.O.P.A.  
 MR. ALEXANDER JOHNSTON, J.P. North British Rubber Co. Ltd.  
 MR. J. SINCLAIR KERR. Lancashire Steel Corporation Ltd.  
 MR. ERNEST LEETE. London Electric Wire Co. & Smiths Ltd.  
 MR. GEOFFREY LE M. MANDER, M.P. Mander Bros. Ltd.  
 MISS M. CECILE MATHESON.  
 MR. SAM MAJOR. Major & Coulson Ltd.  
 MR. HECTOR McMICHAEL. McVitie & Price Ltd.  
 SIR S. OSBORN. S. Osborn & Co. Ltd.  
 LORD PENTLAND.  
 MRS. E. L. PIGOTT. Manfield & Sons Ltd.  
 MISS H. REYNARD, M.A. King's College of Household & Social Science.  
 MR. B. SEEBOHM ROWNTREE, C.H.  
 MR. T. E. A. STOWELL, M.D., F.R.C.S.  
 MR. H. C. SYDNEY TYLER. Wolsey Limited.  
 MR. RIDLEY WARHAM, J.P. The Ashington Coal Co. Ltd.  
 MR. A. R. WILDEY. The Wall Paper Manufacturers Ltd.  
 (A. Sanderson & Sons Branch).  
 RT. HON. LORD WOOLTON OF LIVERPOOL, C.H.  
 MR. FRED H. YOUNG. Jas. Templeton & Company.



THE REV. ROBERT R. HYDE, M.V.O.: *Director.*

*Hon. Auditor:* RT. HON. LORD PLENDER, G.B.E.

*Hon. Solicitors:* MESSRS. HARGROVE & CO.

*Hon. Treasurer and Chairman, Finance and Organisation Committee:*

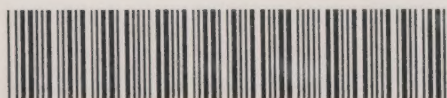
MR. ERNEST LEETE.

*Chairman of Advisory Medical Committee:* MR. T. E. A. STOWELL, M.D., F.R.C.S.

*Bankers:* WESTMINSTER BANK LTD., GROSVENOR GARDENS, S.W.1.

*Secretary:* MR. G. L. PERRY.

*Registered Offices:* 14, HOBART PLACE, WESTMINSTER, S.W.1.  
(Sloane: 6182)





## ANNUAL REPORT, 1941-42

IF the present need for paper economy were such as to demand even more drastic limitations upon this Annual Report, and the Council able only to record one feature of the year's work, choice would undoubtedly fall upon the remarkable, valuable and friendly co-operation that has steadily grown between the Society and practically every Government Department. The requirements of the Supply Departments for the very information which the Society has consistently acquired since its inception has been largely responsible for this association. If the question were asked "What contribution has the Industrial Welfare Society made to the war effort?" an adequate reply could be given by recounting the hundred and one ways in which requests from the various Departments for advice and guidance on welfare and personnel questions have been dealt with. But the actual details of this service should not overshadow its political and social significance. It has proved a matter of pleasant surprise to several enquiring visitors, especially from Canada and the United States, to learn that this close co-operation between the official departments and a voluntary organisation is not only possible, but regarded as highly desirable, and in keeping with the country's history and tradition. Of the many specific examples, far too numerous to record in detail, the Council would quote the following:—the provision of material for the National War-time Social Survey, particularly in relation to factory workers; consultations in regard to the technical training of women; means of propaganda to induce women to enter industry; discussion on the provision of day nurseries, and the position of sick transferred workers; securing for the Ministry of Health information from member firms about the employment of pregnant women and their economic position immediately before and after childbirth. Mention should also be made of numerous lectures given to the Ministry of Labour trainees by the Director, Mrs. Walker, and Miss Garrett; to those given by the Director in various parts of the country to the Youth Leaders who, under the auspices of the Board of Education, are being trained for their responsible tasks; to the request of the Minister of Agriculture that the Director should become Chairman of the School Harvest Camps Committee which is guiding the development of this extremely useful piece of National Service; to that rich field of co-operation in which the Chief Factory Inspector, Sir Wilfred Garrett, and the members of his staff have so ungrudgingly given of their time and experience in enabling nearly a thousand welfare workers and personnel managers to fit themselves more adequately for their tasks by means of lecture courses arranged by the Society in London and the Provinces; or to the memorandum prepared by the Committee on Workers' Holidays at the request of the Ministry of Works and Planning on various points arising out of the anticipated demand for further holiday accommodation for the lower-paid workers



after the war. These few examples will perhaps indicate the existence of that pleasing relationship which exists, and the Council hope, will continue to exist, between the official and the voluntary organisation.

The speeding up in the rate of production during the year under review has not been possible without considerable difficulty and dislocation, both in factory organisation and the domestic lives of the workers. The enormous increase in the number of women workers, their introduction to new industries and new processes, the development on a large scale of part-time work, and the unfortunate necessity of transferring great numbers of workers from one area to another, have taxed the patience and skill of welfare and personnel workers to the uttermost, and the Council would like to take this opportunity of paying their tribute to the untiring efforts of, and the invaluable work done by, these officers, many of whom work longer hours than the already over-long hours of the factory shifts.

A great many of the day-to-day enquiries relate to the problems of women both inside and outside the factory—training, especially of young workers; protective clothing; supplementary coupons; weight lifting; part-time work; the employment of women before and after childbirth; shopping; leave when husbands are home from the Forces; day nurseries, etc. Advice has frequently been sought on the organisation of welfare and personnel departments, methods of keeping records of employment, absenteeism and sickness; the setting up of works' councils and Committees; the production of works' handbooks and rules; foremanship training (on which the Director has also led several useful conferences); the inauguration or development of works' funds; the reduction of absenteeism. Questions of health have been much to the fore, and considerable interest has been shown in measures to build up good health standards and prevent winter illness. Special problems have arisen owing to war-time conditions, such as the need for disinfection of A.R.P. and Fire-Watching premises, measures for dealing with scabies and so on.

There has been during the year a rapid increase in the number of factories providing music at work, and the Society has been largely instrumental in introducing to firms a gramophone loan scheme to supplement the B.B.C. "Music While You Work" programmes. The Society has also played a part in introducing concerts of good light music, and the exhibitions of pictures in the factories by well-known artists, through C.E.M.A., the Council for Adult Education, and the National Gallery.

To describe in detail the many thousands of enquiries handled from day to day would in this report be impossible, but as an example of service asked and given over and above the normal enquiries arising from visits, correspondence and telephone calls, the following survey of Miss Garrett's work as Canteen Adviser may prove of interest:

105 visits to firms,  
144 applications from firms for canteen managers,  
30 lectures given to Ministry of Labour students,



16 lectures to other audiences under the auspices of the various organisations, Conferences on canteens at Newcastle, Manchester and Glasgow, 40 firms and architects advised on plans for new canteens and extensions. The Society's publication, *Canteens in Industry*, has been revised and a fifth edition published, and preliminary work on a forthcoming book of canteen recipes has been done.

A large number of applications for experienced welfare and personnel managers have been received from firms, many coming to the Society on the recommendation of factory inspectors. Considerable difficulty has been met in satisfying these demands, as those with experience were already largely engaged on essential war work, and practically the only considerable source of supply has been the trainees from the Ministry of Labour student courses. These short training courses are necessarily regarded as a war-time expedient, but the whole question of future training of personnel managers for industry is one of considerable importance to which not only the Ministry of Labour but industry itself will have to give serious attention.

Interviews with women for advice on training or who wished to take posts as welfare workers have numbered 523, vacancies notified 294, posts filled during the year 65.

The number of legal enquiries increased considerably during the year, and in particular should be mentioned questions arising out of the Essential Work Orders. The correspondence course in industrial law has been taken by an ever-growing number of industrial executives. The special arrangement with the Performing Right Society has been terminated by the latter body in favour of a general tariff for factories, which also applies to "Music at Work" performances. The legal question of liability for performances of the latter class has been raised by the Society, as well as by several member-firms who have been independently advised, and a test case is likely to come before the Courts in the near future.

The demand for conferences of various kinds, which have always been a prominent feature of the Society's work, has increased to such an extent that the Council decided towards the end of the year to appoint Miss E. Stocker (some years ago a member of the staff) as Conference Secretary, and so relieve other members of the staff who hitherto had shared this work for other duties.

The Annual Conference at Oxford, which in order to meet the demand for accommodation was duplicated, was not only attended by twice as many delegates as at any previous Conference, but 156 firms who wished to be represented had with the utmost regret to be refused. One pleasing Conference was that arranged in conjunction with the Salvage Controller of the Ministry of Supply on "Waste in Industry", and later, at the request of the delegates, this was continued, by the courtesy of the Directors of the Kodak Company, to whom the Council's thanks are due, at their works at Harrow.

In last year's report mention was made of two meetings in the provinces at which the Director had urged the importance of closer association between the medical practitioner and the factory. These meetings were



continued, as the result of the good offices of local employers and others, in Leeds, Luton, Manchester, Sheffield, Leicester and Barnsley, and already in some of these centres excellent results have followed. Another extremely useful conference was that when about thirty of the supervisory staffs from one group of factories controlled by Vickers Ltd. gathered together for a week-end in the Midlands to listen to lectures by experts and engage in discussion on a number of welfare subjects. The Council owe a very deep debt of gratitude to the many lecturers who so ungrudgingly have given their time and labour on all such occasions, thus helping to promote the greater efficiency of those who have attended the meetings. Much of the time so given has meant a sacrifice of well-earned leisure, and the Council wish to assure all speakers of their deep appreciation of that sacrifice.

Of other, and wider, aspects of the Society's educational work, only passing reference can be made, but these include such items as the Director's broadcast talks on welfare work to the Scandinavian countries, and the preparation of a script on the subject which was transmitted to practically every European country; regular lectures to the College of Nursing; meetings and conversations with numerous official and private visitors from the United States, Canada and Australia, with some of whom close collaboration has been established; talks to foremen and Trade Association; addresses by the Director, Mr. Perry and Mr. Ranger to numerous bodies; all of which have served to arouse interest in industrial welfare work generally.

Here, perhaps, the Council may recall one further instance of the continued personal interest of their Patron, H.M. The King. For some years he has been closely interested in the rehabilitation of injured workers, a matter in which the Society has played no small part. A desire was expressed by the Squadron Leader in charge of one of the R.A.F. Rehabilitation Centres for some suitable form of active exercise, an important element in modern fracture treatment, to hasten the recovery of the injured pilots. This was brought to the notice of the King, who provided from the Camp Store at Balmoral the apparatus required for the famous "Foot and Hand Netball" game which had always been a feature of his Camp. This game—renamed "Balmoral" by the pilots—is now in regular use at the Rehabilitation Centre and thus in time may become part of orthodox treatment in rehabilitating the injured.

Owing to enforced paper economy it was decided in March to publish a fair-sized journal alternate months, rather than one half this size every month, and it is felt that this decision has generally met with members' approval. At about this time Miss Margaret Layton, Acting Editor since June, 1940, left this Society for domestic reasons and her place was taken by Mrs. B. E. Kelly. The Bulletin continues to be published and meets with very wide appreciation. Throughout the year there has been a constant demand for general and specialised literature on welfare, both from old and new member firms. The lack of any comprehensive English book on the subject has made it specially difficult for those new to the



work to fill in the background of knowledge which is essential to them. To fill this gap the new general booklet *Welfare in Industry*, giving an outline of the subject and full references to other sources of information, was published, while another publication, *Health Services in Industry*, took the place of earlier publications on industrial, medical and dental work, and included new sections on ancillary health services. Two other booklets, *Works Councils and Committees* and *Suggestions Schemes* deal with topical subjects. The Council would like to place on record appreciation for the co-operation received from member firms who have supplied information for such booklets, and other reports which have been prepared, and also to the many individuals who have made valuable contributions to the *Journal*.

Twenty-five doctors were added to the Advisory Medical Committee during the year. The following subjects are typical of the lectures given at the regular meetings of this committee :—

The Workmen's Compensation Act as a Cause of Incapacity.

Ultra Irradiation in Industry.

Emotional Tension and Industrial Efficiency.

Blood Examination.

Factory War Casualties.

The Treatment of Shock in Air Raid Casualties.

Questions of specific health hazards from certain processes, and particularly the risk of dermatitis, have been dealt with by the Society's Advisory Medical Committee who have been responsible for introducing in this country the use of sulphonated vegetable oil instead of soap, which in the United States had proved a useful means of reducing the dermatitis risk. The Committee received with deep regret the news of the death of Sir Thomas Oliver, F.R.C.P., for many years a Vice-chairman of the Committee.

The Council also learned with regret the news of the death of Lord Amulree, who was not only a very old friend and supporter of the Society, but Chairman of the Committee on Workers' Holidays.

The Council record a satisfactory growth of membership during the year, 534 new members having been elected. Many of these joined as a result of the personal appeal of Sir Charles Craven and Mr. George Isaacs, to whom the Council's thanks are due.

An important resolution was adopted for reasons which will be apparent : " Firms shall be elected, and continued in membership, only if they confine all reference to their association with the Society to purely welfare matters."

The extent to which the services of the Society have been used, and its rapidly increasing membership, convince the Council that they are performing a useful function in providing a central body to which members and their welfare staff can turn for assistance, and through which they can keep in touch with developments in other factories.

The Council wish to record once more their grateful thanks and appreciation to the Hon. Auditor, the Rt. Hon. Lord Plender, G.B.E., and the Hon. Solicitor, Mr. Harold Hargrove, for the most valuable services they continue so generously to render.



# INDUSTRIAL WELFARE

(Incorporated on the 25th October, 1928, under the Companies

## BALANCE SHEET

	£	s.	d.	£	s.	d.
CREDITORS AND ACCRUED CHARGES . . . . .				865	18	3
JOURNAL SUBSCRIPTIONS RECEIVED IN ADVANCE . . . . .				262	10	4
ENDOWMENT FUND ACCOUNT— Balance as at 30th June, 1941 . . . . .				957	17	5
STAFF BENEVOLENT FUND ACCOUNT— Balance as at 30th June, 1941 . . . . .	505	0	5			
Add Interest, less Income Tax, received during the year . . . . .	3	10	4			
	508	10	9			
Less: Grants made during the year . . . . .	37	6	6			
				471	4	3
TWENTYFIRST ANNIVERSARY FUND ACCOUNT— Balance as at 30th June, 1941 . . . . .				5395	4	0
INCOME AND EXPENDITURE ACCOUNT— Balance as at 30th June, 1941 . . . . .	644	2	3			
Add: Excess of Income over Expenditure (after crediting transfer from Special Fund) for the year ended 30th June, 1942, per attached account . . . . .	292	19	1			
				937	1	4

NOTE.—Of the gift of £24,000 received by the Society in 1933 to be used at the request of the donor, more particularly for the extension of the work of the Society, the unexpended balance at 30th June, 1941, was £13,468 3s. 5d. During the year ended 30th June, 1942, the balance was increased by £375 4s. 11d., being income received during the year, and the Trustees of the Fund transferred to the Society a sum of £460 (included in the Income and Expenditure Account under "Sundry Subscriptions and Donations received, etc."), leaving a balance at 30th June, 1942, of £13,383 8s. 4d. This balance is represented by Cash and Investments held by the Trustees which possessed a value based on Market quotations of £13,495.

£8,889 15 7

## REPORT OF THE AUDITOR TO THE MEMBERS OF THE

I have examined the above Balance Sheet dated 30th June, 1942, explanations I have required. In my opinion such Balance Sheet with view of the state of the Society's affairs, according to the best of my of the Society.

5, London Wall Buildings, London, E.C.2.

20th October, 1942.



# SOCIETY (Incorporated)

*Acts 1908 to 1917 as a Company limited by Guarantee)*

30TH JUNE, 1942

	£	s.	d.	£	s.	d.
FURNITURE AND FITTINGS at Cost <i>less</i> Depreciation and Proceeds of Sales—						
Balance as at 30th June, 1941 . . . . .	169	11	9			
Add: Expenditure during year . . . . .	77	18	9			
	247	10	6			
Less: Depreciation . . . . .	61	17	6			
				185	13	0
DEBTORS . . . . .				730	14	8
PAYMENTS IN ADVANCE . . . . .				64	9	5
INVESTMENTS at Cost held for Account of:—						
<i>Endowment Fund—</i>						
£886 16s. 6d. 5% Conversion Loan 1944/64 (Value based on Market quotations at 30/6/42, £929) . . . . .				957	17	5
<i>Staff Benevolent Fund—</i>						
£395 12s. 5d. 2½% Funding Stock 1952/57 (Value based on Market quotations at 30/6/42, £394) . . . . .	386	15	6			
Deposit with P.O. Savings Bank . . . . .	84	8	9			
				471	4	3
<i>Twentyfirst Anniversary Fund—</i>						
£1,000 3% Defence Bonds . . . . .	1,000	0	0			
£2,000 3½% South African Stock 1954/59 . . . . .	2,020	4	0			
£1,981 4s. 6d. 3½% Australian Stock 1942/44 . . . . .	2,000	0	0			
500 Units War Savings Certificates . . . . .	375	0	0			
(Value based on Market quotations at 30/6/42 £5,375)						
				5,395	4	0
CASH AT BANK . . . . .	1,040	12	9			
CASH IN HAND . . . . .	44	0	1			
				1,084	12	10
(Signed) CHARLES CRAVEN } <i>Members of the Council.</i>						
(Signed) A. R. WILDEY }						
(Signed) ERNEST LEETE, <i>Honorary Treasurer and Chairman of the Finance and Organisation Committee.</i>						
				£8,889	15	7

## INDUSTRIAL WELFARE SOCIETY (INCORPORATED)

with the books of the Society and have obtained all the information and the note thereon is properly drawn up so as to exhibit a true and correct information and the explanations given to me and as shown by the books

(Signed) PLENDER, *Chartered Accountant,*  
*Honorary Auditor.*



# INDUSTRIAL WELFARE

## INCOME AND EXPENDITURE ACCOUNT

	£	s.	d.	£	s.	d.
To Salaries :						
Welfare Organisation and Information Service . . . . .	4,360	17	6			
Department for the Development and Extension of the Objects of the Society .	1,040	5	9			
Administration . . . . .	1,806	10	11			
				7,207	14	2
„ Staff Pension Scheme Contributions .				806	4	0
„ Travelling and other Expenses of Director and Organisers . . . . .				728	12	4
„ Office Printing and Stationery . . . . .				376	8	2
„ Postage and Telegrams . . . . .				492	7	7
„ Rent and Rates . . . . .				637	17	8
„ Telephone . . . . .				89	3	9
„ Sundry Office Expenses . . . . .				283	5	7
„ Cleaning, Lighting and Heating . . . . .				316	12	7
„ Bank Charges . . . . .				5	0	2
„ Copies of “ Industrial Welfare and Personnel Management ” Journal supplied to Members and others . . . . .				854	8	4
„ Provision for Maintenance and Re-decoration of Premises . . . . .				50	0	0
„ Depreciation of Furniture and Fittings . . . . .				61	17	6
„ Balance, being Excess of Income over Expenditure (after crediting transfer from Special Fund) carried to Balance Sheet . . . . .				292	19	1
				<u>£12,202</u>	<u>10</u>	<u>11</u>



# SOCIETY (Incorporated)

FOR THE YEAR ENDED 30TH JUNE, 1942

	£	s.	d.	£	s.	d.
By Subscriptions received from Members .				9,164	14	0
„ Sundry Subscriptions and Donations received from Members and others, including amount received from Trustees of Special Gift referred to on Balance Sheet . . . . .				1,599	6	6
„ Twentyfirst Anniversary Fund— Donations received during the year .				152	17	2
				<hr/>		
				10,916	17	8
(No credit has been taken in this Account for subscriptions due but not collected.)						
„ “Industrial Welfare and Personnel Management” Journal—Excess of Income over Expenditure . . . . .				432	1	6
„ Contributions to Conferences and Lectures—less expenses . . . . .				639	18	3
„ Interest on Investments (gross)— Endowment Fund . . . . .				44	6	8
Twentyfirst Anniversary Fund . . . . .				169	6	10
				<hr/>		
				213	13	6

£12,202 10 11



## NOTES ON THE ACCOUNTS, 1941-1942

The Income for the year ended 30th June, 1942, was £12,202 as against an Expenditure of £11,909. The amount brought in from the previous year was £644 and the accumulated credit balance to start the new financial year was, therefore, increased to £937.

In pre-war years expenditure invariably exceeded income, thereby necessitating some special Appeal to make ends meet. During this war period the work of the Society has doubled, yet, at the end of this financial year, Income slightly exceeds Expenditure without any special appeal for money. This notable change is solely due to increase in membership.

We have always held that the Society should depend upon its own members for financial support, and during the last twelve months we have made very great efforts to enlarge our membership, so that that support should be adequate. We have been met everywhere with great goodwill and we have achieved success, for, during the year, no fewer than 534 new members have been added, while the total membership subscription has risen from £6,144 to £9,164. This is a striking and notable tribute to the work of the Society. We owe a great deal to those members of longer standing who have made it their business to tell their friends of the activities of the Society and of the benefits of membership. We thank them for this, and their continued co-operation, together with that of our new friends, will be warmly appreciated.

The Committee are of the opinion that the final result of the year's working is very satisfactory having regard to the increased cost involved in maintaining the organisation on an efficient basis.

*(Signed)* ERNEST LEETE, *Hon. Treasurer.*

*Chairman—Finance and Organisation Committee.*